

Acknowledgments

As you can see by the scope of this document, it would not have been possible to complete without the input and assistance of many, many people. The consultants in the Career Planning and Education Unit provided updated information on each of their unique career pathway specialty areas, as well as contributions to other sections of the *Guide*, as appropriate. Likewise, staff within the Grant Planning and Program Improvement and Education and Employer Partnerships Units were very instrumental in editing sections from the previous *Guide* and also in developing sections referring to changes in state and federal legislation.

Every member of the Office of Career and Technical Preparation staff assisted with this project. It has proven to be a learning experience for all in outlining the evolution of policies and procedures from “what was” to “what needs to be.”

My thanks to everyone for their persistence and hard work.. A special thanks to Janice Ambs for her organizational skills and tireless effort to complete the project.

Patty Cantú, Director
Office of Career and Technical Preparation

Forward

Revisions to the *Administrative Guide for Career and Technical Education in Michigan*
(August 2004)

This *Administrative Guide for Career and Technical Education in Michigan* (Office of Career and Technical Preparation, Michigan Department of Labor & Economic Growth) is for the Career and Technical Education Administrator and includes information targeted for use by those filling this role. This Administrative Guide does not contain all-encompassing information, rather it provides a summary of aspects of career and technical education that will assist an administrator. Most of the information provided is a summary of what has been developed in guideline or expanded form and has been provided through technical assistance and professional development programs offered by staff of the Department of Labor & Economic Growth.

Basic information relating to the responsibilities of administrators is provided in this guide. When more complete information is needed on any topic presented in the guide, the user should not hesitate to seek and use additional sources of information. Documents containing more comprehensive information, such as applications, instructions and supporting materials, guidelines needed for regional planning, alignment of programs, alignment of curriculum for program articulation, and many other topics are provided in technical assistance and professional development meetings and/or are on the www.michigan.gov website. These documents and the information they contain are not duplicated in this guide.

The CTE instructional program sections are abbreviated versions of information written specifically for the administrator. For more complete instructional program information, please contact program consultants in the OCTP.

It is our hope you will find this guide useful in your work. As we in the Office of Career and Technical Preparation identify additional needs for the guide, we will provide you with sections to be added. If a section becomes obsolete, we will request its removal. Clearly, some sections will need to be updated annually. We request your assistance in keeping the guide up-to-date. Please share with our office any additional needs for information you have. We encourage you to use the enclosed recommendation form. Please contact Diana Bailey at (517) 373-8904 if you have any questions regarding the guide. We sincerely hope that you find this document and its revisions helpful.